



Policy: 4050
Procedure: 4050.03
Chapter: Security
Rule: Out to Court Juveniles

Effective: 1/09/09
Replaces: N/A
Dated: N/A

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) shall continuously monitor the movement of all juveniles committed to the Department. ADJC secure facility employees shall monitor and track all juveniles leaving a secure facility who are going to an outside court or jail. A protocol of effective tracking and communication of out to court juvenile case information is pertinent to ensure quality treatment of juveniles and to ensure safer communities.

Rules:

1. The **YOUTH PROGRAM OFFICER III (YPO III) CASE MANAGER** shall:
 - a. Notify all parties of the Multidisciplinary Team (MDT) and all parties pertinent to the juvenile's case by email notification through Youthbase when a juvenile goes out to court;
 - b. Directly notify the facility Health Unit within one hour or sooner of the juvenile's proposed departure and request Form 1161.01A Medical Summary;
 - c. If the prospective Out to Court juvenile presents an immediate, direct danger to anyone in the facility in that transportation needs to occur without delay, notify the health unit directly of the destination and the phone number of where the juvenile will be transported.
 - i. The **QUALIFIED HEALTH CARE PROFESSIONAL (QHCP)** shall contact the receiving county jail/detention medical unit and fax the completed Form 1161.01A Medical Summary.
 - d. Notify the Qualified Mental Health Professional (QMHP) within one hour or sooner of the transport from the sending unit/facility.
 - i. The **QMHP** shall complete Form 4250G Transfer Summary.
 - e. Check in Windows Youthbase in the Contact program or the Continuous Case Plan Reports Contacts under the contact mode indication Court/Out to Court for monthly updates from the Attorney General Liaison Paralegal to identify any new information on his/her juveniles who are out to court;
 - f. Continue to record case management updates in the juvenile's Continuous Case Plan (CCP) and record the updates in the Youthbase CCP Program on a monthly basis;
 - g. Ensure that all offense history information including pending, adjudicated, and dismissed charges are entered into the Youthbase Offense History Program;
 - h. Re-interview the juvenile for updates to the Criminogenic and Protective Factors Assessment (CAPFA) and Case Plan Program, in accordance with Procedure 4200.02 Criminogenic and Protective Factors Assessment (CAPFA) and in accordance with Procedure 4200.06 Continuous Case Plan (CCP); and
 - i. Ensure all contacts are made to the Adult Probation Officer and continued for any adjudicated juveniles who are additionally sentenced to adult probation.
2. The **MULTIDISCIPLINARY TEAM (MDT)** shall discuss all out to court juveniles at the monthly meetings and record all information in accordance with Procedure 4200.07 Multidisciplinary Team (MDT).
 - a. **MDT** members shall notify MIS if they are not receiving automatic email notification when a juvenile moves out to court.
3. The **ATTORNEY GENERAL LIAISON PARALEGAL** shall:
 - a. Maintain records of all juveniles who are out to court or jail that shall include:
 - i. Juvenile biographical and identification information;
 - ii. County where juvenile court is being held;

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- iii. Whether charges are for juvenile or adult court;
 - iv. Court dates and times;
 - v. Specific juvenile or adult charges;
 - vi. Current status, dispositions, and sentencing.
 - b. Input any new information as needed when any changes to the case have occurred;
 - c. Provide information on the discharge process;
 - d. Forward court orders for the juveniles to the Due Process Proceedings Office (DPPO);
 - e. When received, forward all Minute Entries to;
 - i. The Central Office Records Management Supervisor; and
 - ii. The YPO III Case Manager.
4. The **SECURITY LIEUTENANT AND/OR THE SECURITY DISPATCHER** shall ensure when a juvenile leaves any secure facility for the purpose of an appearance at county superior court, county juvenile court, or federal court, **SECURITY PERSONNEL** shall:
- a. Fill out Form 4050.03A Person Receipt/Hold with all information;
 - b. Obtain the medical summary from the health unit or the YPO III prior to transport of the juvenile;
 - c. Obtain a three day supply of the juvenile's medication when going to any facility;
 - d. Obtain Transfer Summary from the QMHP;
 - e. Ensure the Transportation Officer for the gaining entity receives copies of the Form 4050.03A Person Receipt/Hold, medical and transfer summaries, and the juvenile's medication, if appropriate;
 - f. Forward the Form 4050.03A Person Receipt/Hold with the original signature to the records clerk at the juvenile's home secure facility to be filed in the juvenile's field file; and
 - g. Maintain a copy of the Form 4050.03A Person Receipt/Hold for a period of two years.
5. The **SECURITY LIEUTENANT AND/OR THE SECURITY DISPATCHER** shall ensure any juvenile leaving the secure facility for the purpose of an appearance at county superior court, county juvenile court, or federal court has a hold placed on him/her by agency personnel. **ADJC SECURITY PERSONNEL** shall:
- a. For juveniles at Adobe Mountain (AMS) or Black Canyon School (BCS) who depart to any court:
 - i. Place a hold through the Arizona Criminal Justice Information System (ACJIS) with the gaining county/entity;
 - ii. Have the county juvenile or adult transportation officer:
 - (1) Sign a Form 4010.15A Person Receipt; and
 - (2) Inform the county transportation officer that the juvenile is to return upon completion of the court hearing.
 - b. For juveniles at Eagle Point (EPS) and Catalina Mountain Schools (CMS), the **SECURITY DISPATCHER** from that secure facility shall:
 - i. Notify AMS Dispatch by email with a copy to the AMS Security Lieutenant of all juveniles going out to any court in order to place a hold on them;
 - (1) Ensure that this email contains the following:
 - (a) Juvenile's name;
 - (b) Juvenile's K number;
 - (c) Juvenile's date of birth (DOB);
 - (d) Date juvenile is leaving; and
 - (e) Gaining County and the FBI Originating Agency Identifier Number (ORI);
 - (i) Apache- AZ0010000;
 - (ii) Cochise - AZ0020000;
 - (iii) Coconino - AZ0030000;
 - (iv) Gila - AZ0040000;
 - (v) Graham - AZ0050000;
 - (vi) Greenlee - AZ0060000;
 - (vii) La Paz- AZ0150000;

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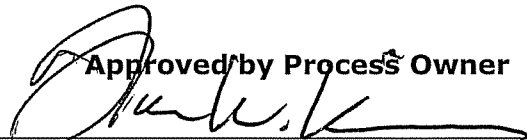
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- (viii) Maricopa – AZ0070000 or AZ00751E02;
 - (ix) Mohave- AZ0080000;
 - (x) Navajo- AZ0090000;
 - (xi) Pima- AZ0100200;
 - (xii) Pinal- AZ0110000;
 - (xiii) Santa Cruz-AZ0120000;
 - (xiv) Yavapai- AZ0130000;
 - (xv) Yuma- AZ0140000.
- ii. Have the county juvenile or adult transportation officer sign a Form 4010.15A Person Receipt; and
 - iii. Inform the county transportation officer that the juvenile is to return upon completion of the court hearing.
6. The **ADJC ATTORNEY GENERAL LIAISON** shall, on a case by case basis, ensure that a hold is placed on any juvenile going to the federal court system and tribal courts.
- a. The **SENDING SECURE CARE FACILITY** shall:
 - i. Immediately notify the ADJC Legal Division via email of any juvenile going to federal court or tribal court; and
 - ii. Ensure that copies of the hold are maintained at AMS and destroyed in accordance to the current retention schedule.

Signature/Date

1/9/08

Approved by Process Owner



Terry Villars, Classification Administrator

Effective Date

1/9/08

Approved by



Michael D. Branham, Director